

[Your Name]
[Your Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]

Medicines and Healthcare products Regulatory Agency (MHRA)

[Address of MHRA]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: [Subject of the Correspondence]

I am writing to you regarding [briefly state the purpose of your correspondence, e.g., a query about a specific product, request for information, etc.].

[Provide detailed information regarding your request or the issue at hand. Keep the tone professional and concise. Include any relevant reference numbers or documents, if applicable.]

We appreciate your assistance and look forward to your prompt response regarding this matter. Please do not hesitate to contact me directly at [your phone number] or [your email address] should you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]